

CHRISTINA "TINA" WOOD  
CROOK COUNTY  
CLERK OF DISTRICT COURT

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***PO Box 406  
Sundance, WY 82729  
307-283-2523  
FAX (307) 283-2996  
E-mail – [tinaw@crookcounty.wy.gov](mailto:tinaw@crookcounty.wy.gov)  
[www.crookcounty.wy.gov](http://www.crookcounty.wy.gov)***

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Enclosed you will find the Notice to Payor paperwork you requested. After you fill out the paperwork, return it to this office with the fee of \$5.00, which covers the cost of the copies and postage. The Notice to Payor will not be filed until we receive the \$5.00.

If you have any further questions, please call or stop by our office.

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## Instructions for pro se individuals filling out the *Income Withholding for Support* form

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1. Check the top box as this document is being used as a notice for support.
2. Date the document.
3. Check the fourth box as you are turning this document in as a private individual.
4. Enter Wyoming as the state.
5. Enter Crook as the county.
6. Enter your name as the private individual.
7. Enter your Posse number.
8. Enter your court case number.
9. Enter the name and address of the obligor's employer. (The obligor is the person paying child support.)
10. Enter the obligor's name.
11. Enter the obligor's social security number.
12. Enter your name.
13. Enter the names and birthdays for all children involved.
14. Enter Wyoming as the state.
15. Enter the amount and frequency of payments exactly as entered in your child support order.
16. Enter the total amount to be withheld.
17. If the obligor's employer does not pay on the same schedule that is in your order than you need to fill out this section.
18. Fill in the Crook County Clerk of District Court (P.O. Box 406, Sundance, WY 82729) or the State Disbursement Unit (P.O. Box 1027, Cheyenne, WY 82003).
19. Wyoming law does not require this notice to be signed by the judge. As the obligee you are the issuing official and should sign this here. Print your name and write in obligee as your title then date it.
20. Fill in your name and contact information.
21. Fill in your address.
22. Fill in your name and contact information.
23. File original with the Clerk of District Court
24. Clerk of District Court will mail copies to obligor and employer and prepare a certificate of mailing